



Innovation Beyond Technology<sup>SM</sup>

# Quick start guide

## LS6375-3 (LS6325-2 and IS6100)

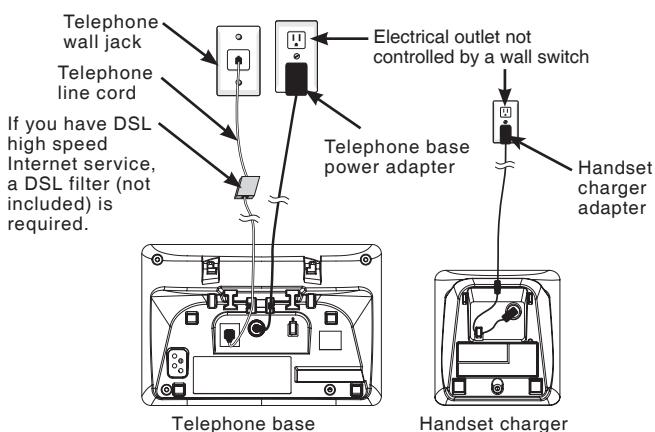
### Introduction

This quick start guide provides you with the basic installation and use instructions. A limited set of features are described in abbreviated form.

Please refer to the user's manual for complete installation and operation instructions.

### Telephone base and handset charger installation

Install the telephone base and handset charger as shown below.



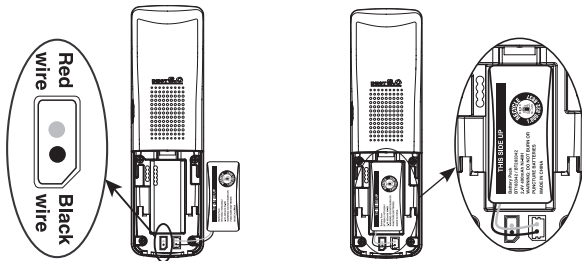
#### note

Use only the power adapters and batteries supplied with this product.

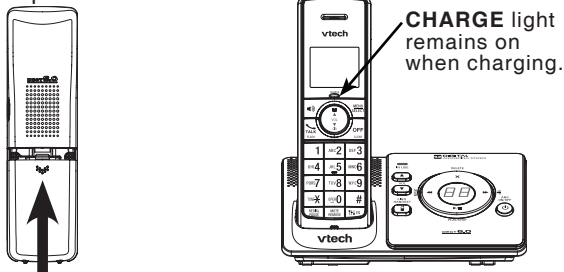
### Handset battery installation and charging

Install the handset battery as shown below. Once you have installed the handset battery, you may be able to make and receive short calls. For best performance, charge the handset battery continuously for at least 16 hours.

- 1 Plug the battery connector securely into the socket, matching the color-coded label.
- 2 Place the battery with the wires inside the battery compartment.

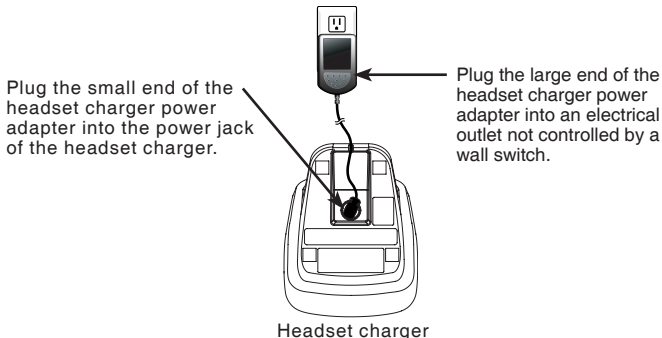


- 3 Slide the battery compartment towards the center of the handset until it clicks into place.
- 4 Charge the handset in the telephone base.





## Headset charger installation


Install the headset charger as shown below.

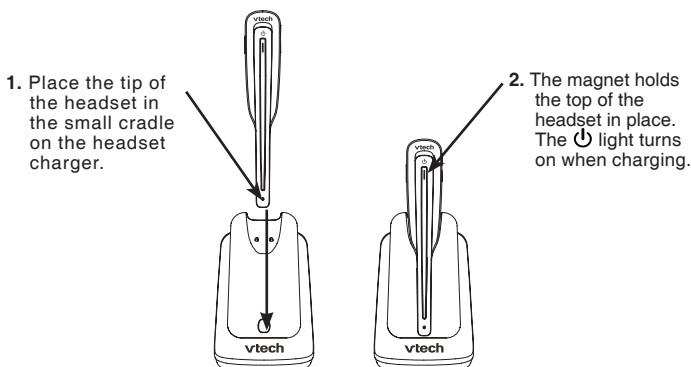


## Power on the headset

Power on the headset before use. Place the headset in the headset charger or press and hold  for two seconds. The  light flashes three times in blue and you hear three beeps when the headset is being powered on.

## Headset charging

Charge the headset as shown below. If the  light does not turn on while charging, you need to charge the headset without interruption for at least 15 minutes to give the headset enough charge to use for a short time. For best performance, charge the headset continuously for at least three hours.



## Telephone base overview

### IN USE light

Flashes when there is an incoming call, or another telephone sharing the same line is in use.

On when the telephone is in use, or the answering system is answering a call.

### X/DELETE

Delete the message currently playing. Press twice to delete all old messages when the telephone is not in use.

### Message window

Shows the number of messages and other answering system information.

### ▲/VOL and VOL/▼

Adjust the volume during playback.

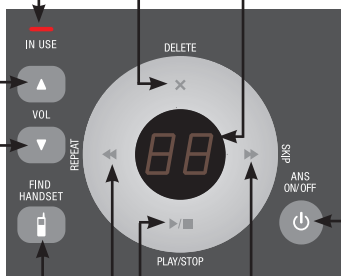
Adjust the telephone base ringer volume when the telephone is not in use.

### 📶/FIND HANDSET

Page all system handsets and headset.

### ◀/REPEAT

Repeat a message or press twice to play the previous message.



### 🔌/ANS ON/OFF

Turn the answering system on or off.

### ▶/SKIP

Skip to the next message.

### ▶/PLAY/STOP

Play messages.  
Stop message playback.

## Handset overview

### CHARGE light

On when the handset is charging.

### ▲VOL

(directory/volume)

Review the directory when the telephone is not in use.

Scroll up while in a menu.

Increase the listening volume during a call.

### Speakerphone

Make, answer or join a call.

Switch between the speakerphone and handset during a call.

### TALK/FLASH

Make, answer or join a call.

Answer another incoming call during a call.

### 1

Press repeatedly to add or remove 1 in front of a call log number before dialing or saving it in the directory.

### TONEX

Switch to tone dialing temporarily during a call.

### REDIAL/PAUSE

Review the redial list.

Press and hold to insert a dialing pause while dialing or entering numbers.

### MUTE/REMOVE

Mute the microphone during a call.

Delete the displayed entry while reviewing the call log, directory or redial list.

Silence the ringer temporarily while the handset is ringing.

Delete digits when predialing.

### ▼VOL/CID

(volume/caller ID)

Review the call log when the telephone is not in use.

Scroll down while in a menu.

Decrease the listening volume during a call.

### MENU/SELECT

Show the menu.

Select an item or save a setting while in a menu.

### PUSH TO TALK (PTT)

Begin a one-to-one or one-to-all broadcast message.

### OFF/CLEAR

Hang up a call.

Silence the ringer temporarily while the handset is ringing.

Press and hold to erase the missed call indicator when the telephone is not in use.

Return to the previous menu while in a menu.

Press and hold to return to idle mode while in a menu.

### Dialing keys

Enter numbers or characters.

### #

Press repeatedly to show other dialing options when reviewing a call log entry.

### EQ

Change the audio quality during an outside call, intercom call, message or announcement playback.

## Headset overview



### Power (on/off)

Press and hold two seconds to power on or off.

Answer, join or end a call.

On in red when charging in the headset charger.

On in blue when fully charged in the headset charger.

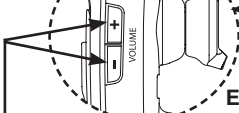
Flashes once every 10 seconds in blue when in idle mode.

Flashes once every 10 seconds in red when in low battery mode.

Flashes twice every three seconds in blue while on a call.

Flashes quickly and alternately in red and blue while being registered.

Flashes four times every four seconds in blue when there is an incoming call.



### +/-VOLUME

Adjust the listening volume while on a call.

Adjust the ringer volume when the headset is not in use.

### Rotating clip

Connect the ear hook or head band.

### RESET inset button

### MUTE/FLASH

Mute the microphone while on a call.

Press and hold to answer another incoming call during a call.

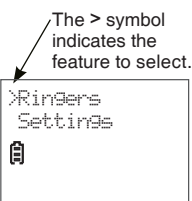
Silence the ringer in the earpiece temporarily when there is an incoming call.

### Microphone

## Using the menu

### To enter the handset menu:

1. Press **MENU/SELECT** when the handset is not in use.
2. Press **⏮/▲VOL** or **▼VOL/CID** until the > symbol displays next to the desired feature menu.
3. Press **MENU/SELECT** to enter that menu.



- To return to the previous menu, press **OFF/CLEAR**.
- To return to idle mode, press and hold **OFF/CLEAR**.

## Telephone settings

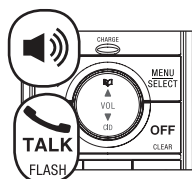
Default settings are indicated by an asterisk(\*).

Screen display	Function	Options
<b>LCD language</b>	Set the screen display language.	<b>English*</b> Français Español
<b>Clr voicemail</b>	Turn off the voicemail indicators.	<b>Turn off indicator?</b>
<b>Key tone</b>	Set whether the handset beeps whenever a key is pressed.	<b>On*</b> Off
<b>Set date/time</b>	Set the date and time for the telephone system.	--:-- --/--
<b>Home area code</b>	Set the home area code so that the call log stores only seven digits for local telephone numbers.	---
<b>Dial mode</b>	Set the handset to be tone dial or pulse dial.	<b>Tone*</b> Pulse

## Telephone operation

### Make a call

- Press **TALK/FLASH** or **📞** on the handset and then dial the telephone number. Press **📞** on the headset to join the call and hang up the handset at any time.



### -OR-

- Predial by first dialing the telephone number and then press **TALK/FLASH** or **📞** on the handset. Press **📞** on the headset to join the call and hang up the handset at any time.

### Answer a call

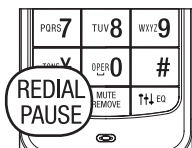
Press **📞** on the headset, or **TALK/FLASH**, **📞** or any of the dialing keys on the handset.

### End a call

- Press **📞** on the headset or place the handset in its charger.
- Press **OFF/CLEAR** on the handset or place the handset in the telephone base or its charger.

### Redial

Each system handset stores the 20 most recently dialed numbers. When there are already 20 entries, the oldest entry is deleted to make room for the new entry.



### To review and dial a number from the redial list:

1. Press **REDIAL/PAUSE** when the handset is not in use.
2. Press **⏮/▲VOL**, **▼VOL/CID** or **REDIAL/PAUSE** repeatedly until the desired entry displays.
3. Press **TALK/FLASH** or **📞** to dial.

### To delete a redial entry:

When the desired redial entry displays, press **MUTE/REMOVE**.

## Intercom

Use the intercom feature for conversation between two system handsets, or a handset and a headset.

- You can use a maximum of five handsets, or four handsets and a headset at the same time. Only two handsets, or one handset and one headset can be used on an intercom call. Only three handsets, or two handsets and one headset can be used on an outside call.
- If there is an incoming call while the originating handset is making an intercom request, the intercom request will be stopped.

### To initiate an intercom call:

Press **INT** when the handset is not in use.

- If you have more than two handsets, use the dialing keys to select the destination handset or press **#** (pound key) for the destination headset.

### To answer an intercom call:

- Press **TALK/FLASH**, **INT** or any of the dialing keys on the destination handset.
- Press **⏻** on the headset.

### To end an intercom call:

- Press **OFF/CLEAR** or place the handset back in the telephone base or its charger.
- Press **⏻** or place the headset in its charger.

## Push to talk (PTT)

Use the push to talk feature to broadcast messages from one handset to the speakerphone of one or all other handsets.

- Only one PTT can be active at a time and only one handset can talk at a time.
- You must release **PUSH TO TALK** so the other person can respond.
- While PTT is in use between two handsets, other handsets cannot use the intercom feature but can access the answering system.

### To initiate a PTT call:

1. Press and hold **PUSH TO TALK** when the handset is not in use. When the connection is made, all handsets display **Press and hold [PTT] to talk** and beep once.
2. Press and hold **PUSH TO TALK** on your handset again. A chirp indicates your microphone is on. Speak towards the handset. Your voice is broadcast to all destination handsets.
3. Release **PUSH TO TALK** after speaking. All handsets beep once again. After the handsets beep, you can press and hold **PUSH TO TALK** to continue speaking or the destination handsets can respond.

### To answer a PTT call:

1. When your handset receives a PTT call, the handset beeps and the screen displays **Press and hold [PTT] to talk**.
2. When someone else is speaking, your speakerphone light is on. When your speakerphone light is off, press and hold **PUSH TO TALK** on your handset. When you hear a chirp, speak towards the handset.
3. Release **PUSH TO TALK** after speaking. Your handset will beep. After the beep, you can press and hold **PUSH TO TALK** to continue speaking or the destination handset can respond.

### To end a PTT call:

Press **OFF/CLEAR** or place the handset back in the telephone base or charger.

## Directory

The directory can store up to 50 entries.

### To add a directory entry:

1. Press **MENU/SELECT** when the handset is not in use.
2. Scroll to select **>Directory** and then **>Add contact**.
3. When the screen displays **ENTER NUMBER**:
  - Use the dialing keys to enter the number (up to 30 digits).**-OR-**
  - Copy a number from the redial list by pressing **REDIAL/PAUSE** and then press **⏪/▲VOL**, **▼VOL/CID** or **REDIAL/PAUSE** repeatedly to choose a number. Press **MENU/SELECT** to copy the number.
4. Press **MENU/SELECT** to move to the name.
5. When the screen displays **ENTER NAME**, use the dialing keys to enter the name (up to 15 characters). Additional key presses show other characters of that particular key.
6. Press **MENU/SELECT** to confirm.

While entering names and numbers, you can:

- Press **MUTE/REMOVE** or **OFF/CLEAR** to backspace and erase a digit or character.
- Press and hold **MUTE/REMOVE** to erase the entire entry.
- Press **⏪/▲VOL** or **▼VOL/CID** to move the cursor to the right or left.
- Press and hold **REDIAL/PAUSE** to insert a dialing pause.
- Press **0** to add a space.

### To review and dial a directory entry:

Entries are sorted alphabetically.

1. Press **⏪/▲VOL** when the handset is not in use.
2. Scroll to browse through the directory, or use the dialing keys to start a name search.
3. When the desired entry appears, press **TALK/FLASH** or **📞** to dial.

### To edit a directory entry:

1. When the desired entry displays, press **MENU/SELECT**.
2. When the screen displays **EDIT CONTACT >Name**:
  - Press **MENU/SELECT** to edit the name. Use the dialing keys to edit.**-OR-**
  - Scroll to select **>Number** and then press **MENU/SELECT** to edit the number. Use the dialing keys to edit.
2. Press **MENU/SELECT** to save.

### To delete a directory entry:

1. When the desired entry displays, press **MUTE/REMOVE**.
2. When the screen displays **Delete contact?**, press **MENU/SELECT** to confirm.

## Caller ID

This product supports caller ID services provided by most telephone service providers. Depending on your service subscription, you may see the caller's name, number, date and time of calls that are sent by your telephone service provider after the first or second ring.

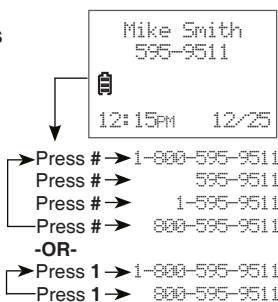
## Call log

The call log stores up to 50 entries. If you answer a call before the caller information appears on the screen, it will not be saved in the call log.

- The handset displays **XX Missed call(s)** when there are calls that have not been reviewed in the call log.
- If you want to erase the missed call indicator, press and hold **OFF/CLEAR** on the idle handset.

### To review and dial a call log entry:

1. Press **▼VOL/CID** when the handset is not in use.
2. Scroll to browse through the call log. When the desired entry appears:
  - Press **#** repeatedly to show different dialing options.
  - Press **1** repeatedly if you need to add or remove 1 in front of the telephone number.
3. Press **TALK/FLASH** or **📞** to dial the displayed number.



### To save a call log entry to the directory:


1. When the desired call log entry displays, press **MENU/SELECT**.
2. When the screen displays **EDIT NUMBER**, use the dialing keys to modify if necessary.
3. Press **MENU/SELECT**.
4. When the screen displays **EDIT NAME**, use the dialing keys to modify if necessary.
5. Press **MENU/SELECT** to confirm.

### To delete the call log entries:

- **Delete an entry:** When the desired call log entry displays, press **MUTE/REMOVE**.
- **Delete all entries:** Press **MENU/SELECT** when the handset is not in use. Scroll to select **>Call log** and then **>Del all calls**. Press **MENU/SELECT**.

### About answering system and voicemail

Your telephone has separate indicators for two different types of voice messages: those left on the built-in answering system and those left at your telephone service provider's voicemail. Each alerts you to new messages separately.

- If  and **NEW VOICEMAIL** display on the handsets, your telephone service provider is indicating that it has new voicemail for you. Contact your telephone service provider for more information on how to access your voicemail.
- If **oo** and **XX New messages** show on the handsets and the message window on the telephone base flashes, there are messages recorded on the built-in answering system. It can record and store up to 99 messages and each message can be up to four minutes in length.


### Answering system settings

Default settings are indicated by an asterisk(\*).

Screen display	Function	Options
<b>Call screening</b>	Set whether you hear the callers while they are leaving messages to you.	<b>On*</b> <b>Off</b>
<b># of rings</b>	Set the number of times the telephone rings before the answering system answers. Toll saver allows you to check for new messages and avoid paying unnecessary long distance charges when you are not calling from your local area.	<b>6</b> <b>4*</b> <b>2</b> <b>Toll saver</b>
<b>Remote code</b>	Set a two-digit security code to access the answering system remotely from any touch-tone telephone.	<b>19*</b>
<b>Msg alert tone</b>	Set whether the telephone beeps every 10 seconds to alert you of new messages.	<b>On*</b> <b>Off</b>

### Answering system operation

#### Turn the answering system on or off

The answering system must be turned on to answer and record messages. When it is turned on, the /ANS ON/OFF light on the telephone base turns on and **ANS ON** displays on the handset.

- Press /ANS ON/OFF on the telephone base to turn the built-in answering system on or off.



#### Record your own announcement

You can use the preset announcement to answer calls, or replace it with your own recorded announcement. It can be up to 90 seconds in length.

1. Press **MENU/SELECT** when the handset is not in use.
2. Scroll to select **>Answering Sys**. Press **MENU/SELECT** again.
3. The handset announces, "To play, press 2. To record, press 7." Press **7** to record.
4. The handset announces, "Record after the tone. Press 5 when you are done." After the tone, speak towards the handset microphone.
5. Press **5** when finished.
6. The answering system automatically plays back the newly recorded announcement. Press **5** to stop the playback at any time; **2** to replay the recorded announcement; or **7** to record again if desired.

## Play messages

### To play messages with the telephone base:

Press **▶/■/PLAY/STOP** when the telephone is not in use.

Options during playback:

- Press **▲/VOL+** or **▼/VOL-** to adjust the speaker volume.
- Press **▶/SKIP** to skip to the next message.
- Press **◀/REPEAT** to repeat the message currently playing. Press **◀/REPEAT** twice to listen to the previous message.
- Press **X/DELETE** to delete the current message. The system advances to the next message.
- Press **▶/■/PLAY/STOP** to stop.

### To play messages with a handset:

Press **MENU/SELECT** twice when the telephone is not in use.

If you have either new or old messages, the messages play automatically. If you have both new and old messages:

- To play new messages, press **MENU/SELECT** to select **>Play new msgs**.
- To play old messages, scroll to select **>Play old msgs** and then press **MENU/SELECT**.

Options during playback:

- Press **🔊/▲VOL** or **▼VOL/cid** to adjust the speaker volume.
- Press **↑↓EQ** to adjust the handset message playback audio quality.
- Press **6** to skip to the next message.
- Press **4** to repeat the message currently playing. Press **4** twice to listen to the previous message.
- Press **3** to delete the current message. The system advances to the next message.
- Press **5** to stop.

## Delete all messages

### To delete all messages at the telephone base:

Press **X/DELETE** when the phone is not in use.

### To delete all messages with a handset:

1. Press **MENU/SELECT** when the handset is not in use.
2. Scroll to select **>Answering Sys** and then **>Delete all old messages?** Press **MENU/SELECT**.

## Call intercept

If you want to talk to the person whose message is being recorded, press **TALK/FLASH** or **📞** on the handset.

## Access the answering system remotely

1. Dial your telephone number from any touch-tone telephone.
2. When the system plays your announcement, enter the two-digit remote code. The preset code is **19**.
3. Then you can enter one of the following remote commands.

Command	Function
<b>1</b>	Play all messages.
<b>2</b>	Play only new messages.
<b>3</b>	Delete the current message (during playback).
<b>33</b>	Delete all old messages.
<b>4</b>	Repeat the current message (during playback).
<b>44</b>	Skip to the previous message (during playback).
<b>5</b>	Stop.
<b>*5</b>	Hear a list of remote commands.
<b>6</b>	Skip to the next message (during playback).
<b>*7</b>	Record a new announcement.
<b>8</b>	End the call.
<b>0</b>	Turn the answering system on or off.

4. Hang up or press **8** to end the call.

## IMPORTANT!

If you have difficulty with your telephone and headset, please refer to the user's manual for a full set of installation and operation instructions. For customer service, visit our website at [www.vtechphones.com](http://www.vtechphones.com) or call 1 (800) 595-9511. In Canada, go to [www.vtechcanada.com](http://www.vtechcanada.com) or call 1 (800) 267-7377.